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Governor

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Tim Longmeyer
Secretary

MEMORANDUM

TO: HR Administrators

FROM: Mary Elizabeth Harrod, Commissioner
Department of Human Resources Administration

DATE: April 30, 2014

SUBJECT: Follow-up to Personnel Memo 14-06 Payroll Deferral

As a follow-up to the Personnel Memo you received on behalf of Secretary Tim Longmeyer, I wanted to take a moment to fill you in on all of the HR details that go into the 06/30/14 delayed pay.

EMPLOYEE NOTIFICATIONS:

The Personnel Cabinet will send a letter accompanied by a Q&A document, via email blast, to all employees who are listed in global.

Agencies must ensure that employees who do not have email access and/or are not listed in global, receive a copy of that email/letter and Q&A in whatever manner the agency typically uses to disseminate information.

Employees Hired On or After 7/1/13: The Personnel Cabinet will provide a list of these employees, to HR Executives.

It is each agency's responsibility to ensure that these employees be provided a copy of this letter and Q&A (either by email, hand-delivery or mail delivery to home address) to serve as a formal notification of this budget saving measure.

A certification form will accompany those lists and should be signed and returned upon completion of this task.

**Employees hired between 4/26/14 and the scheduled deferral date of 6/30/14 should also be provided copies of the letter and Q&A during the orientation/onboarding process.*

In addition, the Personnel Cabinet will place reminders on the welcome screen of KHRIS ESS from 5/30/14 through 7/1/14 and will send one additional reminder via US postal mail to the home address of any paper check recipients on 5/30/14.

In these communications, we ask that any questions be relayed to HR Administrators. Most questions can be answered by referring to the Q&A, as we have gone to great lengths to predetermine questions that may be prompted and have sought out answers from the appropriate subject matter experts. If you

are presented with questions you are unable to answer, please submit a Business Request and we will work to get you an answer as quickly as possible. As you will also see, we are using this opportunity to encourage employees to enroll in direct deposit. As many employees may be heading off on vacation prior to the delayed date of pay (07/1/14), this would be a huge benefit to them, eliminating the need to pick-up their check and go to the bank. We encourage you to assist your employees who are interested in this option by either setting them up or guiding them through ESS. They must be enrolled no later than 06/15/14 to have the check deposited on 07/1/14.

OTHER NOTIFICATIONS:

The Personnel Cabinet will also send notification to the following:

- GEAC: A modified version of the Personnel Memo will be sent to them for informational purposes only.
- Banks: We will work with the KY Bankers Association to provide notification of the deferral to all Kentucky banks with respect to automatic deductions, although employees are still responsible for working with their banks to adjust their scheduled payments. Additionally, they are being informed that checks are not to be cashed prior to 07/01/14. We will also be contacting the out of state banks receiving employee direct deposits to notify them of the same.
- 3rd Party Vendors: Most will not see a difference at all as payment remittance can vary by a day or two on any given pay date. All will be given 60 days' notice of the delay.

TIME AND PAYROLL:

The June and July KHRIS Operations Calendars are now available on our website.

The impact of this delay on the June calendar is not really significant as far as keying time; however, agency contingency plans *may* need to be relied on for the distribution of 06/30/14 (07/01/14) paychecks. Although Treasury will release these checks on time, they cannot be distributed nor cashed PRIOR TO 07/01/14.

July's calendar, for the first payroll cycle, is a little more demanding. Due to the July 4th holiday, you will only have 2 business days to key time. We know this is a small window; however, there is no other option due to the delayed pay date on Tuesday, July 1st and the holiday on Friday, July 4th.

Reports: Be aware that despite the deferral to 07/01/14, all KHRIS reports (including remuneration statements) will reflect a 06/30/14 pay date.

We hope this information will help ease everyone into this upcoming delay and make the event go as smoothly as possible. If you have any additional questions and or concerns, please do not hesitate to ask.

NOTICE: This deferral does NOT include County Fees (Sheriffs and Clerks Offices).

A separate payroll will run as follows:

Pre-Payroll Run on Sunday, June 22, 2014 from 8:00am – 2:00pm

Final- Payroll Run on Monday, June 23, 2014 from 4:00pm- 7:00pm